



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Technical Hardware Analyst I
Posting Number	PN# 104495
Department	Convention & Entertainment Facilities
Division	Support Services
Section	System Support IT
Reporting Location	1001 Avenida de las Americas*
Workdays & Hours	M - F, 8:00 a.m. – 5:00 p.m.*

\*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs skilled technical work in the design, installation, operation, maintenance and repair of computer hardware and data communications equipment. Installs and maintains data communication networks or microprocessor. Oversees daily operation of host computer. Assist in the diagnosis of data communications system failures, and communicates and coordinates with supervisor to solve problems with various types of data communications facilities. Trains personnel on computer capabilities and technical procedures. Responds to complaints and inquiries relating to hardware and data communication problems to clarify procedures in the absence of established guidelines. Repairs all component process control systems or data communication devices, troubleshoots and repairs equipment at module level. Assists with others duties as assigned.

WORKING CONDITIONS

This position routinely requires lifting of moderately heavy items, such as computers or computer components (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations as occasional exposure to office chemicals and/or extensive use of a video display terminal.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associates degree in a computer science, instrumentation or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years in duration.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) years of experience in the design, installation, operation, and/or maintenance of a computerized data communications network or industrial control system are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2)

PREFERENCES

None

SELECTION/SKILLS TEST REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17

\$ 992 - \$1,345 Bi-weekly

\$25,792 - \$34,970 Annually

OPENING DATE

May 11, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf (TDD) Phone Number is (713) 837-9496.**

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